

CASUALTY ASSISTANCE INFORMATION WORKSHEET

As spouses and parents, we may find it unimaginable that we could receive a visit from the Casualty Assistance Call Officer (CACO). Nevertheless we must face the reality that our Marines and sailors often face danger, and families should be prepared in the event the unimaginable occurs. Consequently, we have developed this contact sheet for you to keep close by – with important papers, near the phone, and at work – so the Casualty Assistance Call Officer can contact family and close friends whom you would like to have present in your time of need. If you need more space, please continue your list on the back.

Please take a moment to read and understand the following items pertaining to the CACO:

1. “Casualty” means “loss, injury or wounded.” You will only receive a personal visit in the case of a loss. If the service member is wounded, you will receive a call from the command. Whenever possible, your Marine or sailor will contact you himself. For spouses, you should be aware that the call or visit should not be from your Key Volunteer.
2. The CACO will be a Staff Non-Commissioned Officer, Warrant Officer or a Commissioned Officer who will be accompanied by at least one other person. A Chaplain or local law enforcement officer is the command’s first choice for the accompanying person.
3. They will normally be driving a government vehicle and will only make notification calls from 5 a.m. to 11 p.m.
4. The CACO will be dressed in the Service “Alpha” uniform (dark green coat and trousers with khaki shirt and necktie.)
5. The CACO will stay with you as long as you like, serving as the go-between for various organizations – including the news media, if needed.

While we do not wish to alarm anyone unnecessarily, we would ask that you be aware of the fact that there are those in our society who would prey upon our families while their loved ones are away serving the nation. As such, we offer the following information so that you may be certain of those with whom you are dealing.

Please keep in mind:

1. You will never receive a call from a CACO or be asked to provide your address over the phone to a CACO. You also will never be asked to meet a CACO at another location. When warranted, a CACO will always come to you.
2. You have every right to question anyone who comes to your door.
3. You do not have to allow anyone into your home until you have verified who he is and the purpose for the visit. You can contact the Second Marine Expeditionary Force (II MEF) Duty Office at the number below to verify any information.
4. You may talk with him through your door. Do not open the door unless you feel safe.
5. You may call local law enforcement to come and confirm his identification.

USEFUL PHONE NUMBERS

- II MEF Duty Office Phone Number: **(910) 451-8138**
- Jacksonville, NC Police Department: **(910) 455-4000**
- Camp Lejeune Military Police: **(910) 451-2555 / 2556**

PEOPLE TO BE CONTACTED

Who would you desire to have with you?

Name	Name	Name
Phone () -	Phone () -	Phone () -
Address	Address	Address

CHILDREN:

SCHOOL / DAYCARE

PERSON AUTHORIZED TO PICK-UP CHILDREN

		(Name & phone number)